



**LAND SUBDIVISION COMMITTEE MEETING MINUTES**  
**March 6, 2014**

**ATTENDANCE**

<b>Land Subdivision Committee Members</b>	<b>Staff</b>
Nate Bottom, Vice-Chairman	Joe Zeibert
Mike Johnson	Steve Keenan
Chris Richmond	
Matt McLaughlin	
Lori Williams	<b>Others</b>
Cyndi Knowles	Phil Martin
Brian Wright	Steve Walker
Paul O'Shea	John Klemm
Steve Hall	Unnamed Man
Brad Bixby	Mike Lopez
Jason Jacobs	Steve Stewart
Elliott McKinley	
Dean Graven	

• **CALL TO ORDER**

Nate Bottom called the meeting to order at 1:30 PM.

• **MINUTES OF MEETING**

Nate Bottom asked for a motion on the February 6, 2014 minutes. A motion was made by Lori Williams, seconded by Dean Graven, to approve the February meeting minutes. The voice vote was unanimous and the motion carried.

• **ACTION ITEMS**

See the attached minutes.

• **UNFINISHED BUSINESS AND NEW BUSINESS**

There was no unfinished business. There was no new business.

• **ADJOURNMENT**

Lori Williams made a motion, seconded by Cyndi Knowles, to adjourn the meeting. The meeting adjourned at 1:51 PM.

**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION  
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

**FILE NO.** 2014-02

**CENSUS TRACT #** 36.03

<b>NAME OF SUBDIVISION:</b>	River Birch Subdivision – Location and Sketch Map and Variance – Sec. 153.158(B)(2) – Lot Arrangement	
<b>JURISDICTION:</b>	City	
<b>DATE OF MEETING:</b>	March 6, 2014	
<b>OWNER:</b>	Panther Creek Office Park, L.L.C.	
<b>ENGINEER:</b>	Martin Engineering	
<b>DESCRIPTION:</b>	Pt. E 1/2, NW 1/4, Sec.24 & Pt. E 1/2, SW ¼, Sec. 13 T15N, R6W – Southeast corner of Mathers Road and Cockrell Lane	
	3.891 <b>Acres</b> 2 <b>Lots</b>	
<b>MOTION TO RECOMMEND:</b>	Variance – Sec. 153.158(B)(2)   Location and Sketch Map – – Lot Arrangement – Approve   Approve, Subject To	
<b>BY:</b>	Lori Williams	Lori Williams
<b>2<sup>ND</sup> BY:</b>	Matt McLaughlin	Dean Graven
<b>VOTE:</b>	Unanimous	Unanimous

Steve Walker presented the location and sketch map. He said the proposed use would be a medical/retirement development. Walker said the subdivision was required for financing the final two buildings that were initially shown on a previous large scale development plan for the site.

Joe Zeibert, Regional Planning Commission, said staff recommends approval of the location and sketch map and the variance request. He said all essential services are available to serve the site and the development is in accord with the [2020] Springfield Comprehensive Plan. Zeibert said according to the Springfield Area Transportation Study [SATS] Bicycle and Pedestrian Plan, adopted by the City of Springfield, Cockrell Lane and Mathers Road are on the Envisioned Bicycle Network and the Priority Pedestrian Network. He said the Illinois Natural Heritage Database shows that the Franklin Ground Squirrel may be in the vicinity of the project. Zeibert said this is something the applicant will need to look into as the project moves forward. He said there are some piles of dirt on the site. Zeibert said the applicant shall provide a written acknowledgement to upgrade the adjacent road. He said the applicant shall key in all symbols used. Zeibert asked about the triangle of existing right of way [ROW] in the southwest corner of the site. Walker said the ROW was previously dedicated and the revised plan will make it look like the rest of the ROW. Zeibert said the applicant shall extend the access easement onto Lot 1.

Elliott McKinley, Springfield Park District, had no comments.

Brian Wright, Sangamon County Highway Department, had no comments.

Paul O'Shea, Office of Planning and Economic Development, had no comments.

Mike Johnson, CWLP-Water, said there is a 12-inch water main along Mathers Road. He said the 12-inch main is part of an active privilege contract/recapture agreement. Johnson said the applicant shall be required to pay a privilege amount of \$15,740, \$16.31 per foot, which applies to this parcel. Walker asked if this was the same privilege charge for the large scale plan. Johnson said the charge is for Lots 1 and 2. He said our records indicate the charge was never paid during the original development.

Jason Jacobs, Springfield Metro Sanitary District, had no comments.

Nate Bottom, City Engineer, said we recommend approval of the lot arrangement since it was only intended to have one access point on Cockrell Lane away from the intersection.

Lori Williams, City Traffic Engineer, said she agrees with the Planning Commission comment to extend the access easement onto Lot 1.

Matt McLaughlin, Springfield Zoning Administrator, said the applicant shall correct the zoning.

Chris Richmond, Springfield Fire Department, said the only concern is the public access road on Mathers. He said from the north under the viaduct we can get a fire apparatus through, barely. Richmond said not all of our equipment will fit. He said this would require accessing the property some other way such as Mathers or Panther Creek Drive. Richmond said this would add distance, which is a response concern. He said this is a difficult area. Bottom said the long-term plan is to upgrade Cockrell Lane from Wabash Avenue to the south. He said the City is exploring some funding for grade separation with the railroad as well. Richmond said he understands but this is also a long-term plan.

Dean Graven, citizen member, had no comments.

Cyndi Knowles, Sangamon County Zoning Administrator, had no comments.

Steve Hall, Sangamon County Department of Public Health, had no comments.

Brad Bixby, CWLP-Electric, had no comments.

Walker said the applicant is not planning on increasing the density at the site or making large improvements on what has already been approved for the site. He said all the applicant wants to do is divide one lot into two lots.

Zeibert asked if Walker investigated the presence of the Ameren gas line on the site. Walker said yes and it is not an issue.

Lori Williams made a motion to approve the location and sketch map, subject to:

- 1) Providing a written acknowledgement to upgrade the adjacent road;
- 2) Keying in all symbols used;
- 3) Making the previously dedicated ROW look like the rest of the ROW;
- 4) Extending the access easement onto Lot 1; and,

5) Correcting the zoning.

Matt McLaughlin seconded the motion and the vote was unanimous.

Lori Williams made a motion to approve a variance of Section 153.158(B)(2) – Lot Arrangement – to allow one lot to have access through an access easement. Dean Graven seconded the motion and the vote was unanimous.

**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION  
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

**FILE NO.** 2014-02

**CENSUS TRACT #** 36.03

**NAME OF SUBDIVISION:** River Birch Subdivision- Preliminary Plan

**JURISDICTION:** City

**DATE OF MEETING:** March 6, 2014

**OWNER:** Panther Creek Office Park, L.L.C.

**ENGINEER:** Martin Engineering

**DESCRIPTION:** Pt. E 1/2, NW 1/4, Sec.24 & Pt. E 1/2, SW 1/4, Sec. 13 T15N, R6W  
– Southeast corner of Mathers Road and Cockrell Lane

3.891   **Acres**   2   **Lots**

**MOTION TO RECOMMEND:** Approve, Subject To

**BY:** Lori Williams

**2<sup>ND</sup> BY:** Brian Wright

**VOTE:** Unanimous

Steve Walker presented the preliminary plan.

Joe Zeibert, Regional Planning Commission, said the applicant shall extend the access easement onto Lot 1. He said the applicant shall key in all symbols used, for instance, gas and electric. Zeibert said the applicant shall submit preliminary covenants. He said the applicant shall add a note that the preliminary plan is not to be recorded by the Recorder of Deeds. Zeibert said the applicant shall add the dimensions of the existing buildings and their proposed dispositions.

Elliott McKinley, Springfield Park District, had no comments.

Brian Wright, Sangamon County Highway Department, had no comments.

Paul O'Shea, Office of Planning and Economic Development, had no comments.

Mike Johnson, CWLP-Water, had no comments.

Jason Jacobs, Springfield Metro Sanitary District, had no comments.

Nate Bottom, City Engineer, had no comments.

Lori Williams, City Traffic Engineer, had no comments.

Matt McLaughlin, Springfield Zoning Administrator, had no comments.

Chris Richmond, Springfield Fire Department, had no comments.

Dean Graven, citizen member, had no comments.

Cyndi Knowles, Sangamon County Zoning Administrator, had no comments.

Steve Hall, Sangamon County Department of Public Health, had no comments.

Brad Bixby, CWLP-Electric, had no comments.

Lori Williams made a motion to approve the preliminary plan, subject to:

- 1) Extend the access easement onto Lot 1;
- 2) Keying in all symbols used;
- 3) Submitting preliminary covenants;
- 4) Adding a note that the preliminary plan is not to be recorded by the Recorder of Deeds; and,
- 5) Adding the dimensions of the existing buildings and their proposed dispositions.

Brian Wright seconded the motion and the vote was unanimous.

**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION  
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

FILE NO. 1994-35

CENSUS TRACT # 32.01

<b>NAME OF SUBDIVISION:</b>	Piper Glen – 11 <sup>th</sup> Addition – Preliminary Plan
<b>JURISDICTION:</b>	City
<b>DATE OF MEETING:</b>	March 6, 2014
<b>OWNER:</b>	Piper Glen Development, L.L.C.
<b>ENGINEER:</b>	Martin Engineering
<b>DESCRIPTION:</b>	Pt. W1/2, Sec.31 T15N, R5W – East side of Veteran's Parkway, North of Castlerock Ridge
	9.92 <b>Acres</b> 24 <b>Lots</b>

**MOTION TO RECOMMEND:** Approve, Subject To

**BY:** Lori Williams

**2<sup>ND</sup> BY:** Matt McLaughlin

**VOTE:** Unanimous

Steve Walker presented the preliminary plan.

Joe Zeibert, Regional Planning Commission, said the applicant shall submit preliminary covenants. He said the applicant shall add the elevation of the floodplain. Zeibert asked if the traffic study was resolved, to which Lori Williams, City Traffic Engineer, said yes. He asked who will maintain the cemetery. Walker said the homeowner's association will own the cemetery lot. Zeibert said the applicant shall include this information in the covenants. Walker said the applicant did not plan on submitting new covenants. John Klemm said the covenants submitted in 1995 cover the entire 420 acre development. Zeibert asked if they include the cemetery as well. Klemm said he would have to check. He said we could amend the covenants if we need to do it. Zeibert said he would take a look as well.

Elliott McKinley, Springfield Park District, had no comments.

Brian Wright, Sangamon County Highway Department, had no comments.

Paul O'Shea, Office of Planning and Economic Development, had no comments.

Mike Johnson, CWLP-Water, had no comments.

Jason Jacobs, Springfield Metro Sanitary District, had no comments.

Nate Bottom, City Engineer, said the sanitary sewer shall be a minimum of 7.5 feet from the center of the pipe to the easement line along the ROW. He said the sanitary sewer layout may need to be adjusted due to cover, separation, and angles. Bottom said this would be handled with the construction plans. He said storm sewer concerns were addressed with the drainage calculations submitted with the last plat. Bottom asked if there is an existing drainage easement along the south side of the development, to which Walker replied correct.

He asked about the plan for the electric easement. Brad Bixby, CWLP-Electric, said this still needs to be discussed. He said CWLP's current position is that it is a necessity. Bixby said it is necessary to have due to the angle of the large transmission line on the west side of Route 4. He said if there is anything we can do we will have to discuss it before we give it up. Bottom said the lot is undevelopable if the easement is not vacated. He said this will need to be worked out with the electric division. Walker asked if there is a possibility of getting it moved and getting it closer to the ROW and getting the easement reduced. Bixby said there are a few possibilities but until we discuss it we have to do some engineering studies to find out what we can do. He said I agree at one time it was for a previous lot home development but it also backs up a transmission line. Bixby said there is some structural necessity to it. Bottom said this is a heads up to be handled with the construction plan phase.

Lori Williams, City Traffic Engineer, had no comments.

Matt McLaughlin, Springfield Zoning Administrator, had no comments.

Chris Richmond, Springfield Fire Department, had no comments.

Dean Graven, citizen member, had no comments.

Cyndi Knowles, Sangamon County Zoning Administrator, had no comments.

Steve Hall, Sangamon County Department of Public Health, had no comments.

Brad Bixby, CWLP-Electric, had no comments.

Zeibert asked about the water and sewer separation. Johnson said CWLP-Water is working with the engineer to resolve this matter. He said there are discussions about moving the water to the east side of the street. Walker said the revised plan will reflect moving the water main to the east side of the street. He said the matter will be handled further with the construction plans.

Klemm said the site of the guy wire near proposed Lots 7 and 8 is the only place on the east side of Route 4 between Spaulding Orchard Road and Mansion Road where there is a guy wire. He said the power pole on the west side of the Route 4 has a guy wire with a 45 degree angle attached to it. Klemm said this looks like a tooth pick holding up a two by four. He said he thinks the pole is an old electric service pole. Bixby said he thinks there is another pole across the road but this needs to be looked into further. He said CWLP does not give up easements by anyone asking for it. Bixby said the pole has been there since CIPS had the line. Klemm said it served a house that is no longer there. Bixby said before we can tell you we will give it up, there will have to be an analysis. Bottom said it will need to be reflected on the final plat if the easement is existing or vacated.

Lori Williams made a motion to approve the preliminary plan, subject to:

- 1) Submitting preliminary covenants;



- 2) Adding the elevation of the floodplain;
- 3) Revising the covenants to address ownership of the cemetery lot, if not complete;
- 4) Ensuring the sanitary sewer is a minimum of 7.5 feet from the center of the pipe to the easement line along the ROW; and,
- 5) Moving the water line to ensure the required separation is met to CWLP-Water satisfaction.

Matt McLaughlin seconded the motion and the vote was unanimous.

**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION  
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

**FILE NO.**     2001-14

**CENSUS TRACT #**     36.03

**NAME OF SUBDIVISION:**     Oak Park Estates – Revised Staging Plan

**JURISDICTION:**     City

**DATE OF MEETING:**     March 6, 2014

**OWNER:**     Oak Park Estates, L.L.C.

**ENGINEER:**     Martin Engineering

**DESCRIPTION:**     Pt. S1/2, NE ¼, Sec.3 & Pt. S 1/2 , NW ¼, Sec. 2, T15N, R6W –  
East side of Lenhart Road, north of Deerfield Subdivision

135.80   **Acres**     314   **Lots**

**MOTION TO RECOMMEND:**     Approve, Subject To

**BY:**     Lori Williams

**2<sup>ND</sup> BY:**     Chris Richmond

**VOTE:**     Unanimous

Phil Martin presented the revised staging plan. He said the reason for the plan was to revise the phasing to split the former Phase 2 into two parts.

Joe Zeibert, Regional Planning Commission, said staff finds this acceptable so long as no utilities are affected.

Elliott McKinley, Springfield Park District, had no comments.

Brian Wright, Sangamon County Highway Department, said the applicant shall change Sheet 2 to reflect the owner of the bike trail as Sangamon County instead of IDNR.

Paul O'Shea, Office of Planning and Economic Development, had no comments.

Mike Johnson, CWLP-Water, said the water main for this addition was installed with the first addition. He said the applicant shall verify that all sewer separations are met.

Jason Jacobs, Springfield Metro Sanitary District, had no comments.

Nate Bottom, City Engineer, had no comments.

Lori Williams, City Traffic Engineer, had no comments.

Matt McLaughlin, Springfield Zoning Administrator, had no comments.

Chris Richmond, Springfield Fire Department, had no comments.

Dean Graven, citizen member, had no comments.

Cyndi Knowles, Sangamon County Zoning Administrator, had no comments.

Steve Hall, Sangamon County Department of Public Health, had no comments.

Brad Bixby, CWLP-Electric, said the staging seems reasonable.

Lori Williams made a motion to approve the revised staging plan, subject to:

- 1) Revising the bike trail owner; and,
- 2) Ensuring the required water and sewer separation is met to CWLP-Water satisfaction.

Chris Richmond seconded the motion and the vote was unanimous.

**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION  
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

FILE NO. 2001-14

CENSUS TRACT # 36.03

<b>NAME OF SUBDIVISION:</b>	Oak Park Estates – 2 <sup>nd</sup> Addition – Final Plat
<b>JURISDICTION:</b>	City
<b>DATE OF MEETING:</b>	March 6, 2014
<b>OWNER:</b>	Oak Park Estates, L.L.C.
<b>ENGINEER:</b>	Martin Engineering
<b>DESCRIPTION:</b>	Pt. S1/2, NW ¼, & Pt. N1/2, SW ¼, Sec. 2, T15N, R6W – Winston Drive, south of Greenbriar Drive
	4.804 <b>Acres</b> 11 <b>Lots</b>

**MOTION TO RECOMMEND:** Approve, Subject To

**BY:** Lori Williams

**2<sup>ND</sup> BY:** Brian Wright

**VOTE:** Unanimous

Phil Martin presented the final plat.

Joe Zeibert, Regional Planning Commission, said the applicant shall submit final covenants.

Elliott McKinley, Springfield Park District, had no comments.

Brian Wright, Sangamon County Highway Department, had no comments.

Paul O'Shea, Office of Planning and Economic Development, had no comments.

Mike Johnson, CWLP-Water, had no comments.

Jason Jacobs, Springfield Metro Sanitary District, had no comments.

Nate Bottom, City Engineer, had no comments.

Lori Williams, City Traffic Engineer, said the applicant shall add a professional land surveyor's [PLS] original signature, seal, date of signing, license number, and expiration date to the plat. She said the applicant shall add a note on the face of the plat regarding the conveyance of ROW shown on the plat: "The right of way shown hereon is hereby conveyed to

the City of Springfield as per the owner's acknowledgement." Williams said the applicant shall remove the conveyance to Sangamon County, Illinois from the owner of certificate.

Matt McLaughlin, Springfield Zoning Administrator, said the applicant shall add the zoning to this plat.

Chris Richmond, Springfield Fire Department, had no comments.

Dean Graven, citizen member, had no comments.

Cyndi Knowles, Sangamon County Zoning Administrator, had no comments.

Steve Hall, Sangamon County Department of Public Health, had no comments.

Brad Bixby, CWLP-Electric, had no comments.

Zeibert asked if the construction plans were approved. Bottom said the construction plans will need to be approved. Zeibert said the applicant shall verify the radius of the first turn on the north-south road on the final plat.

Lori Williams made a motion to approve the final plat, subject to:

- 1) Submitting final covenants;
- 2) Adding a professional land surveyor's [PLS] signature, seal, date of signing, license number, and expiration date to the plat;
- 3) Add a note on the face of the plat regarding the conveyance of ROW;
- 4) Removing the conveyance to Sangamon County, Illinois from the owner of certificate;
- 5) Adding the zoning to this plat;
- 6) Verifying the radius of the turn; and,
- 7) Construction plan approval.

Brian Wright seconded the motion and the vote was unanimous.